

South Carolina Child Care Services



Child Care Emergency Plan Template

South Carolina Department of Social Services' regulations require child care facilities to have a plan in place that addresses emergency medical situations and evacuation in the event of an emergency or disaster.

Child Care Services has developed this template to serve as a model to assist child care facilities develop their own plan. If you decide to use this template for your plan, simply fill in the blanks with information that applies to your child care center.

This
plan
was

Visit us on the Web at: <http://childcare.sc.gov>

Phone Numbers

Region 1 (Upstate):	864-370-2318	or	1-800-637-8550
Region 2 (Midlands):	803-898-9001	or	1-888-202-1469
Region 3 (Low Country):	843-953-9780	or	1-800-260-0211
Region 4 (Pee Dee/Grand Strand):	843-661-662	or	1-800-464-9138
Central Office:	803-898-9020	or	1-800-556-7445

ABC Call Center: 1-800-262-4416

**DISASTER RESPONSE E-MAIL:
childcare.disaster.response@dss.sc.gov**

DSS
Serving Children and Families

reviewed on the following dates:

Emergency Plan for

(Name of Child Care Facility)

(Street Address)

(City, State Zip)

(Phone with Area Code)

(Director's Name)

A copy of this plan has been forwarded to the Child Care Regulatory Services Regional office.

I. Emergency Phone Numbers

<i>Title/Agency</i>	<i>Contact Name</i>	<i>Phone Number</i>
<i>Facility Director</i>		
<i>Emergency</i>	<i>N/A</i>	<i>911</i>
<i>Police (non-emergency)</i>		
<i>Fire (non-emergency)</i>		
<i>Poison Control</i>		
<i>Local Health Dept.</i>		
<i>Building Inspector</i>		
<i>Dept. of Social Services</i>		
<i>Licensing Specialist</i>		
<i>Alternate/Evacuation Site</i>		

II. Medical Emergencies

A. Medical Conditions Under Which Emergency Care and Treatment is Warranted

Medical emergencies that would require immediate medical care by a health care professional include the conditions listed below. (A list of possible medical emergencies is provided in section II A of the “Child Care Emergency Plan Guidelines” that accompany this template.)

B. Steps to follow in a medical emergency:

(A sample of these steps is provided in Section II B of the “Child Care Emergency Plan Guidelines” that accompany this template.

III. Emergency Evacuation Procedures.

Has written permission to use the alternate/evacuation sites listed below been secured?

A. Preparedness

1. Evacuation Plans

a. In Place Evacuation

In the event that an emergency occurs at _____ (facility name) and “in place evacuation” is necessary due to events such as a tornado, chemical spill, etc. the children will be kept at the facility, but they will be moved to _____ (secure on-site location). The children will remain here under the care and supervision of our child care staff until dangerous conditions subside.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to _____ (name of hospital) by _____ (means of transportation) where they will be examined by a health care professional and the parents/guardians will be contacted.

b. On Site Evacuation

In the event that an emergency occurs at _____ (facility name) and “on site evacuation” is necessary, the children will be relocated to _____ (name of on-site evacuation site). The children will remain here under the care and supervision of our child care staff until dangerous conditions subside.

If children are exposed to toxic fumes or injured during the emergency, they will be transported to _____ (name of hospital) by _____ (means of transportation) where they will be examined by a health care professional and the parents/guardians will be contacted.

c. Off-Site Evacuation.

In the event that an emergency occurs at _____ (facility name) and “off-site evacuation” is necessary due to events such as a brush fire, flash flood, etc., the children will be relocated to _____ (name of alternate/evacuation site) by _____ (means of transportation). The children will remain at this alternate site under the care and supervision of our child care staff while parents/guardians are contacted. When parents/guardians are contacted, they will be made aware of the situation and make arrangements to pick up their child or authorize that care be provided for the remainder of the day.

If children are exposed to toxic fumes or injured during the emergency or the evacuation, they will be transported _____ (name of hospital) by _____ (means of transportation) where they will be examined by a health care professional and the parents/guardians will be contacted.

d. Major Disasters or Emergencies

In the event that a major emergency or disaster occurs (such as major environmental hazards, tornados, hurricanes, earthquakes, etc.) and/or a mandatory evacuation is ordered, children will be transported to a Red Cross designated mass shelter by _____ (means of transportation). The children will remain at the Red Cross shelter under the care and supervision of our child care staff while parents/guardians are contacted. When parents/guardians are contacted, they will be made aware of the situation and make arrangements to pick up their child.

If children are injured during the emergency or the evacuation, they will be transported to transported _____ (name of hospital) by _____ (means of transportation) where they will be examined by a health care professional and the parents/guardians will be contacted.

1. In all evacuation situations, child care staff will:

- ***Pay attention to warnings***
- remain with the children throughout the event
- check attendance every time the children are relocated
- bring any necessary medications and emergency supplies
- bring the children's emergency records
- take a cell phone if available to use for notifying parents/guardians

2. The plan will be reviewed annually and updated as needed. The dates the plan was reviewed are listed on the front cover.

3. A copy of the plan will be forwarded to the DSS Child Care Licensing Regional Office so that relocation/evacuation sites can be approved.

4. The plan will be available for immediate review by staff, parents, and Child Care Regulatory Services during business hours.

5. Each child, of capable age, will receive training concerning emergency evacuation procedures during orientation, and fire drills will be held on a monthly basis and drills for other disasters will be held every 6 months. The time, date, and type of drill is listed below.

Type of Drill

Date of Drill

Time of Drill

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please copy these page as necessary to continue documenting drills)

6. Children's records and documentation as to whom they are released will be maintained as a part of the plan when relocating children.

7. Arrangements for relocation have been made with _____ pending approval from the DSS Child Care Licensing Regional Office.

8. Local radio and television stations that will be monitored during an emergency situation are (include NOAA Weather Radio if you have a weather radio):

The staff member who will monitor these stations during an emergency is:

9. Briefly describe the procedures you will follow for the safe and prompt evacuation of infants, toddlers, and non-ambulatory children.

10. Briefly describe the procedures you will follow for releasing children. Include safeguards to prevent the inappropriate release of a child to an unauthorized person.

11. The relocation site address will be posted _____ (location) in case of an evacuation.

12. Evacuation Checklist

<i>Item</i>	<i>Responsible Staff Member</i>	<i>Check-off</i>
Contact List for Children's Families		
Contact List for Staff Families		
Children's Emergency Information		
Medications/Medical Supplies		
Charged Cell Phone		
First Aid Kit		
Flashlights w/ extra batteries		
Battery operated radio w/ extra batteries		
Hand Sanitizer/Cleansing Agent/ Disinfectant		
Wet Wipes and Tissues		
Disposable Cups		
Water and Non-Perishable Food		
Diapers for infants		
Formula for infants		
Blankets		
Vehicle Keys		

13. The director will ensure that all vehicles to be used in an emergency or evacuation have at least $\frac{1}{2}$ tank of gas.

14. Staff Emergency Assignment Chart

<i>Assigned Task</i>	<i>Staff Member</i>
Call 911	
Call Parents/Guardian	
Provide First Aid (must be certified)	
Take Children's Emergency Medical File	
Go with children to hospital (Stay until parent arrives)	
Turn off Gas, Electricity, and Water	
Post Relocation Site Information	
Supervision of Children	

15. The hospital or source of health care to be used: _____

16. The method of transportation to be used in an emergency: _____

Reminder: Take the child's emergency medical information with him/her to the hospital and have a staff member remain with the child at the hospital until the parent/guardian arrives.

17. Training

Briefly describe how the child care staff will be trained on the Emergency Plan. (See Section III A.13 of the “Child Care Emergency Plan Guidelines” that accompany this template for tips on developing the training process.)

18. Evacuation Route

Attach a copy of your evacuation route to this plan. Refer to section III A. 14 of the “Child Care Emergency Plan Guidelines” that accompany this template for tips on developing the Evacuation Route.

19. Location of First Aid Kit: _____

Location of Additional Emergency Supplies _____

Location of Cell Phone _____

Location of Electricity Shut Off _____

Location of Gas Shut Off _____

Location of Water Shut-Off _____

Location of Air Vent Shut-Off _____

20. Briefly describe the procedures you will follow for turning off gas, electricity, and water.

D. Contacting Child Care Services

In order to assist the entire child care community during an emergency or disaster situation, a representative of our facility will call Child Care Services with the following information:

Name of facility: _____

Address of Facility _____

Working Phone Number _____

Operational Status: (Call one of the phone numbers below with this information after a disaster)

- Can operate at full capacity
- Can operate at partial capacity (include number of children you are able to care for)
- Can only operate at an emergency temporary site
- Cannot operate at all and need assistance relocating children in your care

Information to provide **before** a disaster (You may call your regional office or give this information to your licensing specialist during a regularly scheduled visit.)

1. Would you be willing to exceed your capacity on a temporary basis?
2. Would you be willing to care for children in the ABC program?
3. Would you be willing to re-locate to a temporary site if necessary?
4. Are you aware of a possible temporary site where you could relocate? If so, where?
5. Do you have a working emergency generator?
6. Would you be willing to provide an e-mail address so that Child Care Services can send you information related to a disaster? If so, that e-mail address is: _____
7. Would you be willing to provide a cell phone number so that Child Care Services can send you text messages related to a disaster? If so, that phone number is: _____

Licensing Specialist Name and Phone Number: _____

Regional Licensing Office Phone _____

ABC Call Center Phone: 800-262-4416 (FOR EMERGENCIES ONLY)

Child Care Services Disaster Response Line: 800-556-7445

Child Care Services Emergency E-Mail Address _____